

Cooperative Education Final Exam

Please answer in complete sentences and type your answers.

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| 1. Describe your organization and what it does. (Name and type of work) | K/U |
| 2. What tasks were you responsible for during your placement? (List at least 5) | K/U |
| 3. What did you learn at your placement? Be SPECIFIC (List at least 5 things) | K/U |
| 4. What was your overall impression of this placement? (Thoughts, ideas, problems). | T/I |
| 5. List 3 safety procedures and/or equipment that you used at your placement? | APP |
| 6. List three decisions you had to make during your placement - use specific examples. | T/I |
| 7. Give 4 specific examples where you demonstrated initiative on the job. | APP |
| 8. How did you deal with criticism? If you did not have any criticism (which is very unlikely), how would you have dealt with any comments about improving your work? | TI |
| 9. Please comment on the following areas: your punctuality, ability to take responsibility, commitment to your job and commitment to your employer. | APP |
| 10. Why would you have to maintain confidentiality at your work site?
(List at least three areas where this may happen). | KU |
| 11. What was your favourite aspect of this particular placement? Describe a time when you think that you performed or created something very well. | TI |
| 12. Reflect back on the past five months ...how have you developed as a person (maturity, task completion, social skills and overall appreciation for Mr. Fairfield and Mrs. Cayer). | C |

Cooperative Education Final Exam Rubric

Category	Level 1	Level 2	Level 3	Level 4
Knowledge & Understanding	Limited description of your job placement, tasks and what you learned.	Minimal description of your job placement, tasks and what you learned.	Detailed description of your job placement, tasks and what you learned.	Extensive description of your job placement, tasks and what you learned.
	Limited explanation of the importance of confidentiality in your placement.	Explain the importance of confidentiality (missing how it relates to your placement).	Explain the importance of confidentiality in your placement lacking some detail.	Explain the importance of confidentiality in your placement with detail.
Thinking & Inquiry	Reflects extensively on (1): creativity, constructive criticism and decision making.	Reflects on (2): creativity, constructive criticism and decision making.	Reflects on creativity, constructive criticism and decision making.	Reflects extensively on creativity, constructive criticism and decision making.
Application	Discuss 1 safety procedure and limited employability skills.	Discuss 2 safety procedures and some employability skills.	Discuss 3 safety procedures and all employability skills.	Discuss extensively on 3 safety procedures and employability skills.
Communication	Communicates how they developed as a person regarding (2): maturity, task completion, social skills, and acknowledgements.	Communicates how they developed as a person regarding (3): maturity, task completion, social skills, and acknowledgements.	Communicates how they developed as a person regarding (4): maturity, task completion, social skills, and acknowledgements.	Communicates extensively how they developed as a person regarding maturity, task completion, social skills, and acknowledgements.
Punctuality	More than 3 days late	2 to 3 days late	1 day late	punctual

Who's Who

Match the agency with the role described:

Agency: Ministry of Labour (M.O.L.)
 Workplace Safety Insurance Board (WSIB)
 Industrial Accident Prevention Association (IAPA)
 Ontario Labour Board
 Joint Health and Safety Committee

e.g. The **Ministry of Labour** will investigate a firm where there is a serious accident.

This agency administers funds for injured workers.

This agency enforces the safety laws.

Both of these agencies educate workers about safety.

_____ and _____

This agency could fine a company for failing to take safety precautions.

This agency may help to retrain injured workers so that they can resume working; possibly in another job capacity

This agency should be contacted first if an employee has a job-related concern such as an unsafe workplace.

This agency consults with employers to assist in the prevention of accidents at work and can help companies train their employees to be better aware of safety hazards and safe practices.

This committee investigates hazards in the workplace and makes recommendations to the management of the firm for improvements.

Not going to your Co-op Placement? Think Again!



**The Employer and the Co-op Office must know if you
are not attending your placement for any reason!!
(Before the workday begins!)**

***If you do not let the employer and/or the Co-op Office
know, here is what will happen!!**

- 1. Warning of first offence.**
- 2. Termination of your placement and loss of credits!!**

Co-op Office Phone Number: 735-5838

Employer Phone Number: _____

❖ YOUR FIRST DAY AT YOUR PLACEMENT

You will find that success comes easily in your Co-op placement if you get off to a good start. For the best possible start, your attitude should be one of eagerness to learn.

Do not be discouraged if you are initially assigned entry-level tasks as most new employees are. You will be trained to do more as you show that you can handle the simple tasks with enthusiasm.

Your first day at the placement may bring out some nervousness that might cause you to doubt your ability. You may also feel strange because you do not know anyone well. After several days of interaction with people at your placement you will feel more comfortable.

Loyalty is extremely important and starts the day you start. Always speak well about your placement to other employees and your friends. If you have any concerns, discuss them with your Co-op teacher.

❖ PARENTS/GUARDIANS

Your parents/guardians are aware that you will be assigned a placement in the community. The Cooperative Education credits you earn will go towards your Ontario

Secondary School Diploma.

It is expected that your parents/guardians will offer you support while at your placement by encouraging you to go every day and be on time.

❖ PLACEMENT SUPERVISOR

Your placement supervisor expects you to do the best job that you can possibly do and will assess you accordingly. You are expected to fit into your placement, to follow the policies and procedures of the organization and to be a willing and productive team member.

You are expected to Co-operate with the placement supervisor. The placement is providing you with the opportunity to gain experience and to earn credits.

Your placement supervisor will provide you with a safe and healthy work environment and will teach you the skills and procedures that are necessary to be successful at the placement. An interview will be arranged between you and the placement supervisor before the placement commences.

All students must receive trade/industry specific Health & Safety training by the placement supervisor prior to performing tasks.

If students have not received adequate instruction, they should refuse the work and ask for clarification.

❖ CO-WORKERS

It is important that you get along with your co-workers. Remain neutral with any differences that may arise between employees. Your placement supervisor and Co-op teacher both expect your loyalty and willingness to Cooperate.

In the case that your co-workers assist you when you need help; make sure that you listen carefully, and thank them when they give you their valuable time.

❖ CO-OP TEACHER

Report any problems to the Co-op teacher. Keep all paperwork up-to-date and submit it on time. You are also expected to go to your in-school classes at the scheduled times.

The Co-op teacher will assist you with any problem and will provide feedback on your performance at the placement.

Cover Letters, Resumes, Interviews

HOW TO PREPARE FOR JOB INTERVIEWS

Prepare yourself with effective interview strategies before you actually go to an organization and meet with the interviewer. Increase your chances of success by using these tips from the experts.

FIND OUT DETAILS OF THE INTERVIEW. When you are invited for an interview find out who will be interviewing you (name and title) and what style/format the interview will take e.g., panel, two-step, etc. Ask if you are required to bring anything in particular such as an additional resume, portfolio of past work, etc. Determine if you will need to arrive early in order to complete an application form or for testing.

GET GOOD DIRECTIONS. Be sure you know exactly where to go, how to get there, and expected travel time. If possible, do a practice run before your appointment.

RESEARCH THE ORGANIZATION. Nearly every organization has published information available. Business directories, newspapers, trade journals, annual reports and the Internet are all good sources of information. Speak to anyone you know who works in the organization to see if they can provide an insider's viewpoint.

PREPARE YOUR INTERVIEW MATERIALS. These would include extra copies of your resume, your reference list, letters of reference, copies of degrees, certificates, credentials/registrations, etc. Organize these in a folder or document keeper which you can present neatly. As well, bring a copy of your cover letter and, if applicable, the job advertisement. Bring your prepared list of questions and a good pen to complete an application form.

DRESS IN A MANNER THAT SUITS THE JOB. Strive for a business-like appearance. Most dress mistakes are those of being too casual.

PAY ATTENTION TO DETAILS IN YOUR APPEARANCE. Ensure that buttons are done up, your shoes are polished, your nails are clean. Avoid wearing heavy fragrances. Again, be job-appropriate.

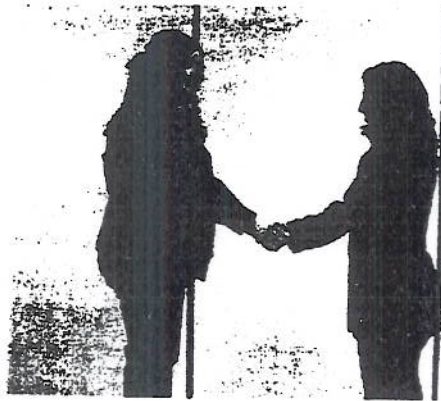
LEAVE YOURSELF PLENTY OF TIME TO GET TO THE INTERVIEW. Never be late. Ideally, you should arrive 15 minutes early in order to have time for one last check in the washroom mirror, and to feel relaxed.

REMEMBER, YOU ARE "ON" THE MINUTE YOU ENTER THE BUILDING. Managers are influenced by the impressions of their assistants and support staff. If you are rude to the receptionist, that information will be relayed to the interviewer.

Interview Tips

The following is a list of suggestions to help you prepare for your interview:

- Look your best by styling your hair neatly, having fresh breath, wearing business clothes, polished shoes and little to no perfume or cologne
- Bring a pen and a folder that contains a copy of your résumé, cover letter, and reference list
- Arrive 15 minutes early and be polite to all staff that you meet as you wait for your interview to begin
- Create a positive first impression within the first 5 minutes by smiling, giving a firm handshake, and making eye contact
- Research the organization in advance so that you can demonstrate your knowledge throughout the interview
- Answer each question directly using specific examples from your life that emphasize your skills and work ethic
- Listen carefully and reflect on each question before answering
- If you do not understand a question, ask for clarification
- Prepare a few questions in advance that you would like to ask the employer at the end of the interview



Interview Questions

The following is a list of common questions that many employers ask during an interview.

1. Tell me about yourself.
2. Why do you want to work for this company?
3. What are your strengths? Why should we hire you?
4. What are your weaknesses?
5. Tell me about your experience with this type of work.
6. What special qualifications do you have that make you a good candidate for this job?
7. Do you work best independently or as part of a team?
8. Tell me about a time when you demonstrated leadership and initiative?
9. What are your long term goals? What do you hope to be doing in 5 years?

What Young Workers Should Know Employment Standards Act (ESA)

(Available on-line at the Ministry of Labour web-site at
<http://www.gov.on.ca>)

Ministry of
Labour

1. Go to <http://www.gov.on.ca> and choose "Labour" from the Ministry list
2. Click on the Employment Standards tab
3. Scroll down the page and choose What Young Workers Should Know from the Fact Sheet listing

This is an extensive site providing numerous documents that students can freely access to obtain information. The following is a list of topics available on a regular basis on this site:

- ☐ What is the purpose of the Employment Standards Act, 2000 (ESA)?
- ☐ Which employees and employers are not covered by the ESA?
- ☐ Which employees and employers are not covered by the ESA?
- ☐ Does the ESA cover young workers?
- ☐ Are young workers who are part-time employees covered by the ESA?
- ☐ What is "minimum wage"?
- ☐ Are young workers entitled to a lunch break or coffee break?
- ☐ Do young workers get paid a minimum amount when they are called in to work?
- ☐ When are young workers eligible for overtime?
- ☐ Are young workers entitled to be paid on public holidays?
- ☐ What if an employee agrees to work on a public holiday?
- ☐ Can an employer deduct the cost of a uniform, or other items, from an employee's pay?
- ☐ How can a young worker tell whether he or she is being paid correctly?
- ☐ When are young workers entitled to vacation pay?
- ☐ Are young workers who are employed in retail required to work on public holidays and on Sundays?
- ☐ Are there times when retail employees can't refuse to work on public holidays or Sundays?
- ☐ Do employers have to tell young workers in advance if they are going to end their employment?
- ☐ How can a young worker get wages owed by an employer?
- ☐ What if the employer does not follow the ESA?